

ADMINISTRATIVE

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Minutes

Administrative Management Advisory Group  
10 December 1979

Present: Margaret S. - OP Chairperson  
Jack F. - OC  
Bill M. - OF  
Helen R. - ODP  
Larry P. - OTR  
Don W. - OC  
Elizabeth J. - OMS  
[REDACTED] - MG

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1. The meeting was called to order at 1505. Jack F. was introduced as a new member from the Office of Communications [REDACTED] Minutes from the meeting of 19 November 1979 were reviewed and accepted.

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2. Improvements to the Cafeteria Service:

A copy of the ADMAG memorandum to the Chief, Logistics Services Division/OL prepared by Margaret S. concerning suggestions for improving cafeteria service was distributed to each member. Don W. provided additional information concerning renovations being made to both the North and South cafeterias to improve their appearance.

3. New Members:

Margaret S. advised that four new members would attend the next ADMAG meeting replacing herself, Bill M., Don W. and Elizabeth J. There will also be election of a new chairman and recording secretary at the next meeting.

4. Bus Service from Sugarland Park to Headquarters Building:

An employee suggestion to explore the possibility of obtaining direct Metro bus service from Sugarland Park to the Headquarters Building as an energy conservation measure was discussed. It was suggested that Office of Personnel conduct a survey of employees residing in the Sugarland Park area to determine if there was sufficient interest in the bus service to warrant approaching Metro to set up a new, direct route. ADMAG will advise the employee to approach OP to conduct the survey and look into the matter, with the understanding that if this isn't satisfactory, to return to ADMAG for further consideration.

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In the context of this discussion, it was also suggested that there might be some merit to routing buses from the Reston area through the Headquarters Building compound. Such re-routing might have to wait until the construction work is completed on the George Washington Parkway and it is possible for buses to use the route. It was also suggested that greater effort be made to acquaint new employees to bus service, car pools, and van pools available, and that the present car pool location in LJ corridor be expanded to provide this information to new and old employees alike. It might also be useful to have a referral service for persons to call when they have questions about local transportation matters.

5. Flexitime/Compressed Time:

Helen R. discussed ODP's trial efforts in this area. Experiences in Office of Communication and other offices were also discussed. Members were urged to survey the reaction of personnel in their offices to see how both management and employees are reacting to developments in this area.

6. Employee Concerns:

In response to a question concerning employee concerns [REDACTED] STATINTL Jack S. mentioned that the new Performance Appraisal Report and Advanced Work Plan were a topic of discussion with some persons feeling that the AWP should be a personal document between employee and supervisor. Other than that, he had no specific matters to present.

7. Role of ADMAG:

In view of the forthcoming reception of new members and election of new officers, it was decided to ask the DDA Executive Officer his opinion about the role and future of ADMAG, particularly in the light of the uncertainty about the role of ADMAG expressed earlier in July. The Executive Officer indicated that ADMAG would continue to function as it now is, although in view of pending personnel changes he couldn't be more specific at this time. We would have to await the outcome of these changes before more specific direction could be given.

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8. Credit Union Loan Restrictions:

Bill M. asked if members had noted employee reactions to recent credit union loan restrictions. It was pointed out that due to more stringent credit union regulation enforcement, the Credit Union had to build up its reserve and that until this was done it was severely limited on the types of loans it could offer. The situation is a temporary one and doesn't reflect any weakening of the Credit Union. It was the opinion of members that despite an earlier notice put out by the Credit Union, employees did not fully understand the situation.

9. Emergency Evacuation of Families from the Near East:

The emergency return of families from the Near East posts was briefly discussed including support being provided by DDO/NE divisions. It was mentioned that any help for returning families should be channeled through OP/Personnel Affairs Branch.

The next meeting will be held on Monday, January 14, 1979 at 1500 hours in Room 7D32, Headquarters. Members should be prepared to elect new officers. The meeting was adjourned at 1645.



Recording Secretary

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